

**POSITION DESCRIPTION****9 June 2015****Information Systems Director****FLSA Status: Exempt
Classification: Executive****Reports to: Board of Commission
Revised: _____****Human Resources Initials: _____****POSITION PROFILE**

Performs a variety of professional administrative and managerial duties related to planning, organizing, directing, and controlling the information, telecommunication and data processing operations of the county.

GOALS

- To demonstrate an understanding of hardware systems and software programs.
- To ensure work performance, effective time management practices, and attention to detail.
- To articulate and convey information accurately and appropriately to staff and departments.
- To demonstrate knowledge of technology and other job-related tools.

ESSENTIAL FUNCTIONS

- Manages the ongoing, day-to-day operations of information technology department; develops, implements and interprets policy, establishes guidelines; develops processes and procedures designed to enhance efficiency and effectiveness of information system and database management; resolves complex issues related to system software, hardware, programming, operations, configurations, etc.;
- Researches industry trends, innovations and technology; designs, determines feasibility with county needs; develops and implements new procedures as necessary.
- Develops departmental operating budget recommendations; manages department expenditures to assure compliance with fiscal limitations; monitors purchases of supplies and equipment; processes purchase orders according to established procedures; coordinates countywide acquisition of computer hardware and software.
- Monitors employee performance; determines performance standards; assigns special projects and distributes work load; evaluates worker performance and makes recommendations affecting job retention, advancement, discipline and discharge; participates in recruitment and selection activities for staff members; reviews and monitors overall department performance; maintains subordinate work records,
- Directs the planning, analysis, design, development, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice and/or data formats.

- Participates in needs analysis with unit and program managers and facilitates alternative solutions to mutual problems. Coordinates with county departments in the development, implementation and testing of information systems and data processing programs and projects; evaluates program performance in relation to system goals and services; evaluates systems, programs, documentation and human interactions output by the department to assure quality and end user satisfaction.
- Directs the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities.
- Oversees the organizations Web site.
- Oversees the development and maintenance of systems integrity and security. Coordinates training for departments, divisions, and end users on use of information system equipment and programs; assures procedures and programs are properly documented and understandable.
- Oversees and participates in the daily operation, maintenance and management of various system infrastructure features and components including operating systems, network software and hardware, i.e., servers, firewalls, security, application design, WEB/HTML applications, creation software, oracle report development software, Unix/Linux applications, Audix voice system, WLANS, LANs, Virtual networks, etc.
- Directs the development and provides for staff training. Provides staff training and assures the technical levels of competency through participation in custom training or professionally supported sponsored programs.
- Provides for general staff training on IT/IS issues for IT/IS staff and all departments under the direction of the Human Resources Manager.
- Conducts confidential investigations of employee computer activity to determine compliance with established policies related to personal use of county computer technology.
- Performs others duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's or Associates preferred; Information Science, communication technology, electronics, data management or related field; and
- Six (6) years responsible experience performing above and related duties; specific experience computer system and software management is preferred; and/or
- A combination of equivalent education and experience.

LICENSE AND CERTIFICATION

- May be required to attain MCSE, and MCSA (Microsoft).
- May be required to become CISSP, GIAC and CCIE certified. Must be or become ShoreTel PBX trained.

OTHER REQUIREMENTS

- Must have a current and valid Utah Driver License.
- Must pass background check and drug testing.

SKILLS/ABILITIES

- Working knowledge of data-base management, system design concepts, detailed logical flow charts; computer language, coding and automatic data-processing equipment; computer capabilities.
- Ability to apply algebra and related mathematics essential to computer programming; information system management concepts; methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures.
- Ability to implement server programs (SQL, Windows and .NET), fourth generation programming languages; microcomputers and Microsoft operating systems; county data bases; "Helpdesk" support methods.
- Create organization and procedures, automated operations, job scheduling, report distribution, etc.
Strong interpersonal communication skills and interrelationships of various county departments a must.
- Application of data-base management, system design concepts, information system management concepts; methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures; technical programming.
- Attention to detail.
- Exemplify professional, courteous, and timely work processes.
- Ability to develop effective working relationships with elected officials; technicians, vendors, supervisors, and co-workers.
- Ability to maintain confidentiality.
- Ability to impart information to others when necessary and as required by State and Federal laws.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from departments and Commission.
- Requires skill in the application of both office methods and procedures and technology.

REASONING ABILITY

- Ability to plan and develop logical applications of computer technology to address complex alpha numeric problems; analyze a variety of problems and arrive at alternative solutions applicable to computerization, communicate effectively, verbally and in writing.
- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to convey understandable instructions and/or problem resolutions.
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, currency, common fractions, and decimals.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or

balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

- Talking, hearing and seeing essential to job performance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Normal office working conditions. The noise level in the work environment is quiet to moderate.
- Occasional local travel required.

HAZARDS

- Work responsibilities are performed in a typical office setting.
- Potential hazards encountered while working in the Duchesne County Correctional Facility may include close contact with inmates.
- The potential for electrical shock can exist when working with electrical and electronic components (occasionally at heights or systems tunnels with the potential for asbestos) but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.